

It is an objective of the State of California to achieve a drug-free State workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

STATE OF CALIFORNIA
CALIFORNIA COMMISSION ON TEACHER CREDENTIALING



OPEN

TEACHER PREPARATION ADMINISTRATOR I (Program Evaluation and Research)

SALARY RANGE \$5944 - \$7227

FINAL FILING DATE May 4, 2006

HOW TO APPLY All applicants must submit an Examination Application, STD 678 and responses to the items contained in the Supplemental Application no later than 5:00 p.m., May 4, 2006. Examination Applications postmarked, personally delivered, or received via interoffice mail after the final file date will not be accepted. Examination Application, STD 678 <http://www.spb.ca.gov/Employment/stateapp.htm> and the Supplemental Application <http://www.ctc.ca.gov/commission/employment.html> is available and must be filed in person or by mail with:

California Commission on Teacher Credentialing
Attention: Office of Human Resources
1900 Capitol Avenue
Sacramento, CA 95814-4213

NOTE: Please do not submit letters of recommendation/commendation at this time.

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.

SPECIAL TESTING ARRANGEMENTS: If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application, STD 678." You will be contacted to make specific arrangements.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the education and/or experience requirements for this examination by May 4, 2006, the final filing date. Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Pattern" I, "or" II. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

NOTE: IT IS YOUR RESPONSIBILITY TO MAKE SURE YOU MEET THE EDUCATION AND/OR EXPERIENCE REQUIREMENTS STATED BELOW. YOUR SIGNATURE ON YOUR APPLICATION INDICATES THAT YOU HAVE READ, UNDERSTOOD, AND POSSESS THE BASIC QUALIFICATIONS REQUIRED.

All Examination Applications, STD 678s/resumes must include "To" and "From" employment dates (month/day/year), time base, and civil service employment classification title(s). Applications/resumes received without this information will be rejected.

Pattern I

One year of experience in the California State service performing professional education duties at a level of responsibility equivalent to that obtained in the class of Consultant in Teacher Preparation (Program Evaluation and Research); or two years of experience in the California State service performing professional duties at a level of responsibility equivalent to that obtained in the class of Assistant Consultant in Teacher Preparation, Range B.

Or Pattern II

Four years of professional education experience in one or a combination of the following: administration or teaching in teacher education at the college or university level; directing or conducting research relating to teacher education, program evaluation, or program planning; and/or administration, supervision, or the equivalent staff level experience in a public school district.

And

Credential Requirement: Possession of a valid California supervision or administration credential or credential or life diploma of equivalent authorization. (One year of experience in the California Commission on Teacher

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

TEACHER PREPARATION ADMINISTRATOR I (Program Evaluation and Research)
EU90-2637

FINAL FILING DATE:
EXAMINATION CODE:

May 4, 2006
10150EB

(Possession of an earned master's or doctorate degree, from an accredited institution, or equivalent degree approved by the California Superintendent of Public Instruction under the provisions of California Education Code Section 94310(b), in

Credentialing performing program evaluation and/or research duties equivalent to those performed by the class of Assistant Consultant in Teacher Preparation, Range B, or higher may be substituted for the required credential. Experience used in this manner to meet the credential requirement must be in addition to that used to meet the experience requirement.)

educational evaluation, curriculum evaluation, education, or a closely related field, may be substituted for the required credential.)

(Applicants who do not meet the credential requirement will be admitted to the examination, but must meet the requirement before they will be considered eligible for appointment.)

NOTE: Applicants must show their credential number, title, and expiration date on their Application Form (STD 678).

THE POSITION

The Teacher Preparation Administrator I (Program Evaluation and Research) is the first supervisory level over professionals at the Consultant and Assistant levels. Incumbents supervise three-seven professionals at the Consultant and Assistant levels; direct the development, administration, evaluation, and approval of professional education preparation programs; and plan, organize, and direct related research activities. In addition to these supervisory responsibilities, incumbents personally lead the most sensitive onsite evaluations; develop new program evaluation standards; and testify before the Legislature regarding program evaluation.

Positions exist with the California Commission on Teacher Credentialing.

EXAMINATION INFORMATION

This examination will consist of a Supplemental Application weighted PASS/FAIL and Qualifications Appraisal Interview weighted 100%. The Supplemental Application is designed to elicit a broad range of information regarding knowledge, abilities, and potential to effectively perform the functions of a Teacher Preparation Administrator I (Program Evaluation and Research). THE APPLICATION FORM (STD 678) AND SUPPLEMENTAL APPLICATION ARE MANDATORY. APPLICANTS WHO DO NOT COMPLETE THE APPLICATION FORM (STD 678) AND SUPPLEMENTAL APPLICATION WILL BE DISQUALIFIED FROM THE EXAMINATION.

In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained.

QUALIFICATIONS APPRAISAL - Weighted 100%

It is anticipated that Qualifications Appraisal Interviews will be held during May/June/July 2006. CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to the examination.

EXPERIENCE AND EDUCATION

If conditions warrant, this examination may utilize an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is **especially important** that each candidate take special care in accurately and completely filling out their application. List **all** experience relevant to the "**REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION**" shown on this announcement, even if that experience goes beyond the seven-year limit printed on the applications. Supplementary information will be accepted, but read the "**REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION**" carefully to see what kind of information will be useful to the staff doing the evaluation.

SCOPE

- A. Knowledge of:
 1. Current laws and trends in teacher education in California.
 2. Organization and structure of California teacher education.
 3. Curriculum trends and teaching practices in the California public schools.
 4. Legislative process in California.
 5. National and regional accreditation policies and procedures.
 6. Principles and methods of education evaluation.
 7. Literature in the field of curriculum, teaching, teacher education, and program evaluation.
 8. Principles of employee development, training, and supervision.
 9. Public administration, organization, and management.
 10. California Commission on Teacher Credentialing's mission, goals, programs, and policies.
 11. Commission's Equal Employment Opportunity program objectives.
 12. A manager's role in Equal Employment Opportunity and labor relations and the processes available to meet these program objectives.
- B. Ability to:
 1. Interpret and apply provisions of the California Education Code and the policies and regulations of the California Commission on Teacher Credentialing.
 2. Analyze policy issues in teacher education and prepare recommendations.
 3. Analyze legislation and its fiscal impact on the Commission.

4. Perform in an independent and creative manner.
5. Speak effectively and write clear, concise reports.
6. Utilize effective techniques in human relations.
7. Analyze situations accurately and take effective action.
8. Analyze policy issues related to the evaluation of professional preparation programs.
9. Utilize alternative approaches to the determination of program status.
10. Consult with colleges and universities regarding teacher education programs and evaluation.
11. Conduct research in program evaluation.
12. Prepare policy recommendations
13. Effectively and efficiently manage a staff and program within the resources provided.
14. Review and edit written documents.
15. Establish and maintain project and departmental priorities.
16. Work effectively with administrative personnel in the department and in other governmental agencies.
17. Supervise subordinate staff.
18. Effectively contribute to the Commission's Equal Employment Opportunity objectives.

ELIGIBLE LIST	A departmental open eligible list will be established for the California Commission on Teacher Credentialing. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.
CAREER CREDITS	This is an open examination; applications will not be accepted on a promotional basis. Career credits do not apply.
VETERANS PREFERENCE	Veterans preference credit will not be granted in this examination since it does not qualify as an entrance examination under the law.
QUESTIONS	If you have any questions concerning this announcement, please contact Heidi Brida at (916) 322-6199.

GENERAL INFORMATION

For an examination without a written feature, it is the candidate's responsibility to contact the California Commission on Teacher Credentialing, Office of Human Resources at (916) 322-6199, six weeks after filing if he/she has not received a progress notice.

Supplemental Applications are available at the Department noted on the front.

If you meet the requirements stated on the front, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this examination, and all candidates who pass will be ranked according to their scores.

The California Commission on Teacher Credentialing reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Examinations Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Oral interviews are scheduled in Sacramento. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described in this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

Veterans Preference: California law limits the granting of veterans preference credits to entrance examinations. When credit is granted for open entrance examinations it is as follows: 10 points for veterans, widows and widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. Directions for applying for veterans preference points are on the Veteran Preference Application, form 1093 which is available from the State Personnel Board and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Policy of Nondiscrimination on the Basis of Disability and Equal Employment Opportunity Statement

The California Commission on Teacher Credentialing does not discriminate on the basis of disability in employment or in the admission and access to its programs or activities. Mary Butera, Director, Office of Human Resources, 1900 Capitol Avenue, Sacramento, CA 95814-4213, has been designated to coordinate and carry out this agency's compliance with the nondiscrimination requirements of Title II of the Americans with Disabilities Act (ADA). Information concerning the provisions of the ADA, and the rights provided thereunder, are available from the ADA Coordinator.

**California Commission on Teacher Credentialing
Office of Human Resources - 1900 Capitol Avenue
Sacramento, CA 95814-4213
Telephone (916) 322-6199**

California Relay (Telephone) Service for the Deaf or Hearing-Impaired: From TDD phones: 1-800-342-5966 **or** From Voice phones: 1-800-342-5833

TDD is Telecommunication Device for the Deaf and is reachable only from telephones equipped with a TDD device.